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OIT 0297-87

3 JUN 1987

MEMORANDUM FOR: Director of Training and Education  
VIA: Deputy Director for Administration  
FROM: Edward J. Maloney  
Director, Office of Information Technology  
SUBJECT: Full-Time Academic Training - [REDACTED]

25X1

1. ACTION

We request that one full-time academic year of undergraduate-level training be approved for [REDACTED] under the sponsorship of the Office of Information Technology (OIT) Fellowship Program. If approved, this training would take place at the University of the District of Columbia in Washington, DC, from August 1987 to May 1988. The focus of study would be Computer Science.

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2. BACKGROUND

a. Currently, [REDACTED] works part-time as a GS-07 Information Control Assistant with the Information Technology Branch (ITB), Information Resources Management Division, Consulting Services Group of OIT. She serves as Support Assistant to the Data Base Manager. She also serves as the Office Automation Specialist with day-to-day operations of the ITB Data Base Administration Section which includes preparation of materials and manuals used in classroom instruction of Agency-wide database systems. In addition, she is also given the added responsibility to act as branch secretary for ITB. She is also the Chief of the Requirements, Evaluation and Training Section.

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b. [REDACTED] joined the Central Intelligence Agency on 17 May 1981 as a GS-03 Records Clerk. She began her career in the Office of Information Services (OIS). Her first assignment was to the Reference Branch of the Map Services Division, Office of Central Reference, NFAC. In September 1981 [REDACTED] changed from full-time status to part-time and began attending the University of the District of Columbia. She has been enrolled in college since that time. She steadily moved into positions of greater responsibility and in September 1985, as a GS-06, she was assigned to her present position.

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**C O N F I D E N T I A L**

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c. [REDACTED] received a Meritorious Unit Citation in recognition of outstanding performance displayed by an employee.

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**3. STAFF POSITION**

Attached are [REDACTED] application and supporting documentation for the OIT Fellowship Program. The cost of [REDACTED] training will be a total of \$1,250.00. This amount has been included in the FY87 budget for the Office of Information Technology. [REDACTED] will be carried on an on-duty status during this academic period. She was selected for this program by the OIT Personnel Management Board.

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**4. RECOMMENDATION**

a. [REDACTED] aspires to become a systems analyst in OIT. She has demonstrated discipline and perseverance needed to remain faithful to her goals. For the past five years she has carried a dual schedule of part-time employee and part-time student, as well as taking training courses in-house to stay abreast of the different computer applications within her office. Her curriculum will help her towards her career goals by providing her with a broad-based knowledge of computer science and computer hardware components and systems. It will also enhance her skills in the techniques of systems analysis and the procedures necessary to conduct feasibility studies.

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b. We recommend that you approve one academic year of full-time external training for [REDACTED]

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*J. Maloney*  
Edward J. Maloney

Attachments:  
As stated

**C O N F I D E N T I A L**

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SUBJECT: Full-Time Academic Training -

25X1

CONCUR:

1s/ Henry P. Mahoney

Deputy Director for Administration

11 JUN 1987

Date

APPROVED:

Director of Training and Education

88 JUN 1987

Date

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OIT/HRP/TO:JTR:jtr:

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